

Development & Coaching Conversation Planning Tool

Employee

You want to approach your supervisor to have a development or coaching conversation, or you want to initiate a conversation to learn more. Use this to get ready!

Passions, Values, Interests: Do I know what motivates and drives my interests?

Strengths: What strengths do I have that could be used more in the future?

Opportunities for Development: Which skills and behaviors need to be developed to move forward?



Feedback: What feedback have I received about strengths/development areas or development interests? Are my career goals realistic?

Empty rounded rectangular box for writing feedback.

Development Direction and Goals: Do I know my development direction or career goals? Do I want to move up, seek a new opportunity, or want more responsibility in same job?

Empty rounded rectangular box for writing development direction and goals.

My Role: What support or direction do I need?

Empty rounded rectangular box for writing about support or direction needed.

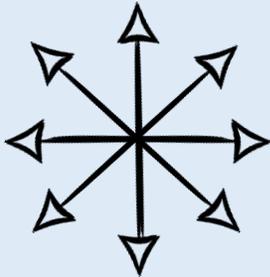


Development and Coaching Conversation Tips

Development and coaching conversations help people explore their strengths, passions, and career interests. With guidance, they can identify goals that match the direction they want to head in as well as understanding how their development can meet the needs of the institution.

Development and Career Options

Help people understand the multiple developmental options to explore – it could be a promotion, but there are many other developmental options to consider:



Lateral – move to a different position at the same level

Enrichment – learn more, take on new responsibilities

Upward – get promoted in the same department

Downward – take a lower level position to broaden skills

Exploratory – take a role in another department

Relocation – Find opportunities at other locations

Coaching Using the GROW Model

Questions featuring “Who?” “What?” “Where?” “When?” or “Why?” keep the conversation going and challenge the other person to think. You know you’ve asked a thought-provoking question when someone pauses and says, “That’s a great question!” If someone can answer yes or no to your question, the conversation can fizzle out before it gets started.

Ask It This Way	Not This Way
What’s the one thing you would change about your job?	I bet you’d like to do more reports, right?
What do you like most about your job?	You must love paperwork, huh?
What have you already tried?	Have you tried doing it my way?
How else could you approach this?	You didn’t do it my way, did you?

Here are some coaching questions to get you started

To identify issues:

- What concerns you?
- What’s getting in the way?
- What obstacles are you facing?

To identify new perspectives:

- What might you be overlooking?
- What’s the boldest move you could make?
- What’s the one thing you haven’t tried?

To generate options:

- What are your options?
- What else could you try?
- What could you do differently?

To get to the action:

- What three things will you do and by when?
- What might get in your way?
- What’s your next step?

